

Department of State – Embassy of the United States, Ankara, Turkey

Notice of Funding Opportunity

Program Office:	Public Affairs Section, U.S. Embassy, Ankara
Funding Opportunity Title:	Ambassadors Fund for Cultural Preservation (AFCP)
Announcement Type:	Grant
Deadline for Applications:	December 18, 2015 (5:30 p.m. Turkey time)
CFDA Number:	19.025 - Public Diplomacy Programs for EUR

IMPORTANT NOTE

All application materials must be submitted electronically through applications.usembassyankara@gmail.com. Applications materials submitted via other means such as mail or fax will **not** be accepted.

Applicants requesting \$25,000 or more in federal assistance must have a Dun & Bradstreet Universal Numbering System (DUNS) number, a NATO Commercial and Government Entity (NCAGE) code, and be registered in the System for Award Management (SAM) prior to submitting applications. Please begin the registration process immediately to ensure that the process is completed in advance of receiving a grant. The entire registration process can require **up to four weeks** for the registration to be validated and confirmed. See *Section D: Submission Requirements* for further details.

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A. FUNDING OPPORTUNITY DESCRIPTION

The U.S. Embassy Turkey and the Cultural Heritage Center of the Bureau of Education (“the Center”) and Cultural Affairs of the Department of State are pleased to announce the 2016 call for proposals for the Ambassadors Fund for Cultural Preservation (AFCP) Competition.

AFCP was established to support countries in preserving their cultural heritage and to demonstrate U.S. respect for other cultures. This award is considered to be an important contribution to the preservation of world cultural heritage.

Through the AFCP Program, the Department of State supports projects between US \$10,000 - \$200,000 to preserve cultural heritage in the following three areas:

- **Cultural sites** —such as, but not limited to, historic buildings and archaeological sites;
- **Cultural objects and collections** from a museum, site, or similar institution—that include, but are not limited to, archaeological and ethnographic objects, paintings, sculpture, manuscripts, and general museum conservation needs; and,
- **Forms of traditional cultural expression** —such as traditional music, indigenous languages, and crafts

The deadline for submitting a proposal is Friday, December 18, 2015, at 5:30pm Turkey time. Proposal must be submitted in English in electronic format to the following address: **applications.usembassyankara@gmail.com** (Subject: The Ambassador's Fund for Cultural Preservation 2016). The main project proposal document should be in word format but attachments can be sent in jpeg and pdf.

Priorities:

AFCP will give priority to those proposals that include project activities in adherence to the following guidelines and to international standards for the preservation of cultural heritage. These activities may include:

A. **Cultural sites:** Conservation of an ancient or historic building, preservation of an archaeological site, or documentation of cultural sites in a region for preservation purposes.

B. **Cultural objects and collections:** Conservation treatment for an object or collection of objects; needs assessment of a collection with respect to its condition and strategies for improving its state of conservation; inventory of a collection for conservation and protection purposes; the creation of safe environments for storage or display of collections; or specialized training in the care and preservation of collections.

C. **Forms of traditional cultural expression:** Documentation and audiovisual recording of traditional music and dance forms for broad dissemination as the means of teaching and further preserving them, or support for training in the preservation of traditional applied arts or crafts in danger of extinction.

Special priorities of 2016 competition:

- A. Directly support U.S. treaty or bilateral agreement obligations, such as cultural property protection agreements;
- B. Support the preservation of inscribed World Heritage sites;
- C. Support risk reduction and disaster preparedness for cultural sites and collections in seismically active and other disaster-prone areas; and
- D. Engage women, youth, or under-served communities.

Special Note Regarding sites and objects that have a religious connection:

The establishment clause of the U.S. Constitution permits the government to include religious objects and sites within an aid program under certain conditions. For example, an item with a religious connection (including a place of worship) may be the subject of a cultural preservation grant if the item derives its primary significance and is nominated solely on the basis of architectural, artistic, historical, or other cultural (not religious) criteria.

B. FEDERAL AWARD INFORMATION

Ambassador Fund for Cultural Preservation

Funding Instrument Type: Grant

Individual Award Amounts: Floor on Amount of Individual Awards: US \$10,000 per project. Ceiling on Amount of Individual Awards: \$200,000 per project.

C. ELIGIBILITY INFORMATION

The Center defines eligible project applicants as reputable and accountable non-commercial entities, such as non-governmental organizations, museums, ministries of culture, or similar institutions and organizations that are able to demonstrate that they have the requisite experience and capacity to manage projects to preserve cultural heritage.

AFCP will **NOT** support the following activities or costs, and applications involving any of the activities or costs below will be deemed ineligible:

- A. Preservation or purchase of privately or commercially owned cultural objects, collections, or real property, including those whose transfer from private or commercial to public ownership is envisioned, planned, or in process but not complete at the time of application;
- B. Preservation of natural heritage (physical, biological, and geological formations, paleontological collections, habitats of threatened species of animals and plants, fossils, etc.);
- C. Preservation of hominid or human remains;
- D. Preservation of news media (newspapers, newsreels, radio and TV programs, etc.);
- E. Preservation of published materials available elsewhere (books, periodicals, etc.);
- F. Development of curricula or educational materials for classroom use;
- G. Archaeological excavations or exploratory surveys for research purposes;
- H. Historical research, except in cases where the research is justifiable and integral to the success of the proposed project;

- I. Acquisition or creation of new exhibits, objects, or collections for new or existing museums;
- J. Construction of new buildings, building additions, or permanent coverings (over archaeological sites, for example);
- K. Commissions of new works of art or architecture for commemorative or economic development purposes;
- L. Creation of new or the modern adaptation of existing traditional dances, songs, chants, musical compositions, plays, or other performances;
- M. Creation of replicas or conjectural reconstructions of cultural objects or sites that no longer exist;
- N. Relocation of cultural sites from one physical location to another;
- O. Removal of cultural objects or elements of cultural sites from the country for any reason;
- P. Digitization of cultural objects or collections, unless part of a larger, clearly defined conservation or documentation effort;
- Q. Conservation plans or other studies, unless they are one component of a larger project to implement the results of those studies;
- R. Cash reserves, endowments, or revolving funds (funds must be expended within the award period [up to five years] and may not be used to create an endowment or revolving fund);
- S. Costs of fund-raising campaigns;
- T. Contingency, unforeseen, or miscellaneous costs or fees;
- U. Costs of work performed prior to announcement of the award
- V. International travel, except in cases where travel is justifiable and integral to the success of the proposed project;
- W. Travel or study outside the host country for professional development;
- X. Individual projects costing less than \$10,000;
- Y. Independent U.S. projects overseas.

AFCP **does not** award grants to individuals, commercial entities, or to embassies or past award recipients which have not fulfilled the objectives or reporting requirements of previous AFCP awards.

D. APPLICATION AND SUBMISSION INFORMATION

Application Deadline

The deadline for submitting a proposal is Friday, December 18, 2015, at 5:30pm Turkey time. Proposal must be submitted in English in electronic format to the following address: applications.usembassyankara@gmail.com (Subject: The Ambassador's Fund for Cultural Preservation 2016). The main project proposal document should be in word format but attachments can be sent in jpeg and pdf.

This deadline is firm and is not a rolling deadline. If organizations fail to meet the deadline noted above, their application will not be considered for funding and will be considered ineligible.

Content and Form of Application Submission

Project proposals must include or address the following:

- A. Full and complete Application for Federal Assistance (SF-424), including Budget Information for Non-Construction Programs (SF-424A), Assurances for Non-Construction Programs (SF-424B), and, if applicable, Disclosure of Lobbying Activities (SF-LLL);
- B. Project Basics, including title, project dates, and AFCP focus area;
- C. Project Applicant information, including contact information, DUNS Number, and SAM registration status;
- D. Project Location;
- E. Proof of Official Permission to undertake the project;
- F. Project Purpose that summarizes the project objectives and desired results;
- G. Project Activities Description that presents the project tasks in chronological order;
- H. Project Time Frame or Schedule that lists the major project phases and milestones with target dates for achieving them (NOTE: Applicants may propose project periods of up to 60 months [five years]; projects must begin before September 30, 2016, and conclude no later than September 30, 2020);
- I. Project Participant Information, specifically an estimated number of non-US and US participants and estimated number of primary and secondary participants, as well as resumes of the proposed project director and other primary project participants;
- J. Statement of Importance highlighting the historic, architectural, artistic, or cultural (non-religious) values of the cultural site, collection, or form of traditional expression;
- K. Statement of Urgency indicating the severity of the situation and explaining why the project must take place now;
- L. Statement of Sustainability outlining the steps or measures that will be taken to maintain the site, object, or collection in good condition after the AFCP-supported project is complete; or, in the case of forms of traditional cultural expression, to preserve and disseminate the documentation, knowledge, or skills gained from the project;
- M. Detailed Project Budget, demarcated in one-year budget periods (2016, 2017, 2018, etc.), that lists all costs in separate categories (Personnel, Fringe Benefits, Travel [including Per Diem], Equipment, Supplies, Contractual, Other Direct Costs, Indirect Costs, Cost Sharing); indicates

funds from other sources; and gives a justification for any anticipated international travel costs (templates available upon request from the Center);

N. Budget Narrative explaining line by line how costs are estimated (quantity x unit cost, annual salary x percentage of time spent on project, etc.) and unique budget line items;

O. Attachments and Supporting Documents including, at a minimum and REQUIRED, five (5) high quality digital images (JPEGs) or audiovisual files that convey the nature and condition of the site, object, or form of expression and, in the case of a site or object, show the urgency or need for the proposed project (collapsing wall, water damage, worn fabric, broken handle, etc.), any historic structure reports, conservation needs assessments, and other planning documents compiled in preparation for the proposed project;

Cost Sharing

There is no minimum or maximum percentage of cost participation required for this competition. When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. The applicant will be responsible for tracking and reporting on any cost share or outside funding, which is subject to audit per 2 CFR 200. Cost sharing may be in the form of allowable direct or indirect costs.

Submission Requirements

All application materials must be submitted electronically through Applications.usembassyankara@gmail.com Applications materials submitted via other means such as mail and fax will **not** be accepted.

In order to be eligible to receive an award more than \$25,000, organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet and a valid registration on www.SAM.gov. Both are a multi-step process that requires successful registration with DUNS, NCAGE and SAM. Please begin the registration process immediately to ensure that the process is completed in advance of receiving a grant. The entire registration process can require up to **four weeks** for the registration to be validated and confirmed.

- Thorough instructions on the application process are available at <https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf> (for the DUNS number application, NCAGE number application, and registration with SAM) and at

Organizations must obtain the following:

- DUNS number
- NCAGE code
- SAM registration

Step 1:

Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

Step 1a:

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet, if your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting

<http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=81407B1F03F2BDB123DD47D19158B75F>.

<http://fedgov.dnb.com/webform>

Step 1b:

NCAGE application: Application page here (but need to click magnifying glass and then scroll down to click new registration)

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

For help from within the U.S., call 1-888-227-2423

For help from outside the U.S., call 1-269-961-7766

Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code. After receiving the NCAGE Code, proceed to register in SAM by logging onto: <https://www.sam.gov/>

Step 2:

Once DUNS and NCAGE are obtained, continue to SAM registration

www.SAM.gov

Step 3:

Organizations must maintain an active SAM registration (www.SAM.gov) with current information at all times during which they have an active Federal award or an application under consideration by a Federal awarding agency.

Given the volume of applications, please note that review may take up to 90 days, and we are unable to individually confirm receipt of proposals. Applications are accepted in English only, and final grant agreements will be concluded in English. **Budgets shall be submitted in U.S. dollars** and final grant agreements will be conducted in U.S. dollars.

E. REVIEW AND SELECTION PROCESS

The Center will first screen all proposals for technical eligibility based on the criteria contained in this request for grant proposals. The Center will also screen proposals against the lists of AFCP program-specific ineligible activities, costs, and applicants.

The Center will rate all applications based on the program funding priorities; the quality, soundness, and comprehensiveness of the proposed project and budget; the urgency of the proposed project; the rationale for U.S. support of the project supplied by the applying U.S. embassy; the quality and quantity of supporting materials, such as resumes of the key project participants, images of the resource, and notices of official permission from the responsible resource steward, such as a ministry of culture.

Proposals will be rated as follows:

Purpose and Summary, Description, Time Frame, Importance: 20 points max

Urgency: 10 points max

Sustainability: 10 points max

Rationale for U.S. Support: 15 points max

Media and Outreach Plan: 15 points max

Budget and Budget Narrative: 15 points max

Supporting Materials: 15 points max

Once the Center has completed its screening and rating, it will forward the technically eligible and favorably rated proposals to the Public Diplomacy sections in the respective regional bureaus in the State Department for ranking. Once the proposals are ranked, the Center will convene a panel to recommend proposals for funding. The Center may deem proposals ineligible if they do not fully adhere to AFCP 2016 Competition objectives, requirements, and other criteria stated herein.

This process may take up to 6 months and winning project applicants will be contacted by the U.S. Embassy, Ankara.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

Federal Award Notices The successful applicant will be notified via email that its proposal has been selected to move forward in the review process; this email IS NOT an authorization to begin performance. The notice of Federal award signed by the grants officer (or equivalent) is the authorizing document. It shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the Government Official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The assistance award agreement is the authorizing document and it will be provided to the Recipient through email transmission. The recipient may only incur obligations against the award beginning on the start date outlined in the DS-1909 award document that has been signed by the Grants Officer. Organizations whose applications will not

be funded will also be notified via email. Please refer to the anticipated time to award information in Section E.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received. The U.S. government also reserves the right to make an award in excess of the award ceiling.

Terms and Conditions: Recipients will be held to the applicable terms and conditions found at <https://www.statebuy.state.gov/fa/Pages/TermsandConditions.aspx>.

It is the Recipient's responsibility to ensure they are in compliance with all applicable terms, conditions, and OMB guidance and requirements. Those organizations found to be in non-compliance may be found ineligible for funding or designated high risk.

2 CFR 200 Uniform Administrative Requirements, Costs Principles, and Audit

Requirements for Federal Awards: All applicants must adhere to the regulations found in [2 CFR 200 Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards](#).

Branding Requirements: As a condition of receipt of a grant award, all materials produced pursuant to the award, including training materials, materials for recipients or materials to communicate or promote with foreign audiences a program, event, project, or some other activity under an agreement, including but not limited to invitations to events, press materials, and backdrops, podium signs, etc. must be marked appropriately with the standard, rectangular U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. **Note:** Exceptions to the branding requirement are allowable under certain conditions. If an applicant is notified that their award has been chosen for funding, the Grants Officer will determine, in consultation with the applicant, if an exception is applicable.

Evaluation: In line with the Department of State's Evaluation Policy, the U.S. Embassy Ankara Public Affairs Section may include this award in its program evaluation efforts. When applicable and feasible, the Recipient shall cooperate with the Grants Officer (GO) and Grants Officer Representative (GOR) requests to contribute data on specific performance measures and indicators; consider GO and GOR input on design and methodology of Recipient-led evaluation efforts; provide any evaluation reports produced under the award to the GO and GOR for review; incorporate the project into any third-party evaluations that PAS may initiate.

Reporting Requirements

Recipients are required to submit quarterly (calendar year) program progress and financial reports throughout the project period. Progress and financial reports are due 30 days after the reporting period. Final certified programmatic and financial reports are due 90 days after the close of the project period.

First Quarter (October 1 – December 31): Report due by January 30

Second Quarter (January 1 – March 30): Report due by April 30

Third Quarter (April 1 – June 30): Report due by July 30
Fourth Quarter (July 1 – September 31): Report due by October 30

All reports are to be submitted electronically.

Awardees that are deemed to be high risk may be required to submit more extensive and frequent reports until their high risk designation has been removed.

The Awardee must also provide the Embassy on an annual basis an inventory of all the U.S. government provided equipment using the SF428 form.

Administrative and National Policy Requirements Guidelines for Application Components -- Office of Management and Budget (OMB) Circulars

Starting from December 26, 2014, OMB Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards (2 CFR Chapter I, Chapter II, Part 200, et al.) will take effect. All applicants should be familiar with the Uniform Guidance and be aware that all awards made on or after December 26, 2014 will be made with terms and conditions subject to the Uniform Guidance. Applications that are submitted before December 26, 2014 for Federal awards to be made on or after December 26, 2014 should be developed in accordance with the Uniform Guidance. For a copy of the Uniform Guidance, please contact Government Publications or download from <http://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf>

G. FEDERAL AWARDING AGENCY CONTACTS

Questions regarding the administrative and programmatic aspects of this funding opportunity may be directed to applications.usembassyankara@gmail.com until July 26, 2015.

H. OTHER INFORMATION

Disclaimers

The Federal government is not obligated to make any Federal award as a result of the announcement. Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received. The U.S. government also reserves the right to make an award in excess of the award ceiling.

If a proposal is funded, the Department of State has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the total discretion of the Department of State.

This NOFO is subject to funds availability. Awards may be granted only if appropriated funds are allocated to the United States Embassy in Ankara by Department of State central budget authorities.

Travel to Turkey

The Embassy reiterates its advice to all U.S. citizens to take measures for their safety and security at all times. These measures include maintaining good situational awareness, avoiding crowds, and keeping a low profile. Applicants must be able to operate independently of the U.S. government and have the ability to provide security and secure housing and transport for U.S. exchange participants in Turkey. Security needs may be included in the proposal budget.

Implementing partners will be working closely with Embassy or Consulate General American officers while in Turkey and these officers will offer timely coordination on all in-country travel. Given the location of a project or partner institution, it may be more feasible to house U.S. participants in a major city and bring local participants to the same location for in-country programming.

U.S. citizens who travel to Turkey are encouraged to enroll with the Embassy in Ankara or the Consulates General in Istanbul or Adana. This enrollment can be completed online through the Department of State's Smart Traveler Enrollment Program (STEP) available on the State Department website. Enrollment enables citizens to obtain updated information on travel and security within Turkey via the emergency alert system.

The Embassy recommends you review U.S. Department of State security guidance available on <http://travel.state.gov>.

Copyrights and Proprietary Information

If any of the information contained in your application is proprietary, please note in the footer of the appropriate pages that the information is Confidential – Proprietary. Applicants should also note what parts of the application, program, concept, etc. are covered by copyright(s), trademark(s), or any other intellectual property rights and provide copies of the relevant documentation to support these copyrights.